CONCORDIA UNIVERSITY

BOARD OF GOVERNORS

CONCORDIA BENEFITS COMMITTEE

Meeting of Wednesday
November 12, 1975

Attendance:

Outside Board Members

Present: Mr. J. Tait, Mr. H. Hemens
Absent: Mr. E.A. Lemieux

Participants' Representatives

Present: Prof. A. Dickie, representing all participants
Prof. J.C. Turgeon, representing faculty in the SGW program
Mr. F. Villemaire, representing non-faculty personnel in the SGW program
Prof. B. Barbieri, representing faculty in the Loyola program
Mr. R. Martin, representing non-faculty personnel in the Loyola program.

Ex-officio Members

Present: Mr. A. Duff, Chairman of the Board of Governors
Absent: Dr. J.W. O'Brien, Rector

Administrators

Present: Dr. J. Smola, Vice Rector, Administration and Finance;
Prof. G. Martin, Assistant Vice Rector, Communications.
Non-member: Colin Waters, Concordia Benefits Committee

Appointment of the Chairman

After a brief discussion, Mr. Duff proposed that Mr. Tait be appointed Chairman of the Committee; the motion was seconded by Mr. Hemens and unanimously carried. Mr. Tait accepted the appointment.

It was then proposed by Mr. Duff, seconded by Mr. Hemens and unanimously carried that Mr. E.A. Lemieux be appointed Vice Chairman.

Establishment of Committee Rules

Mr. Waters circulated a document (Appendix "A") as a guide for the establishment of Committee Rules. After discussion, the following rules were approved by the Committee:

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I- Mandate

The Board of Governors holds the ultimate responsibility on all matters pertaining to Benefits. To assist it in the implementation of a Concordia Benefits program and in the integration within this program of the present Sir George and Loyola plans, the Board of Governors has authorized the formation of a Concordia Benefits Committee. This Committee has been authorized to perform the necessary tasks enabling it to make recommendations to the Board as to:

a) An appropriate Benefits Program for Concordia,

b) The terms and conditions of integration of the Loyola and Sir George Programs,

c) The structure of a permanent Benefits Committee.

The Benefits Committee is further charged with providing the costs of items a) and b) to the Board.

The Committee will supervise the implementation of the Concordia Benefits Program.

II- Structure of the Committee

The Concordia Benefits Committee consists of twelve members as follows:

- Three outside Board members appointed by the Board of Governors,

- Five members representing the Participants from the following constituencies:

a) one member appointed by the Board representing all participants,
b) one elected member representing Faculty participants in the SGW Program,
c) one elected member representing Non-Faculty participants in the SGW Program,
d) one elected member representing Faculty participants in the Loyola Program,
e) one elected member representing Non-Faculty participants in the Loyola Program.

- Two ex-officio members consisting of the Chairman of the Board of Governors and the Rector.

- Two administrators, the Vice Rector, Administration and Finance, and the Assistant Vice Rector, Communications or his designate.

The Committee will nominate a Chairman and a Vice Chairman from the three outside Board members. The Assistant Vice Rector, Communications or his designate will be Secretary.

Any member of the Committee may resign by delivering his written resignation to the Board and such resignation shall become effective upon delivery or at any later date specified therein.

In the event of the resignation of a Member, the Committee will appoint a new Member from the same constituency as the resigning Member. The new Member will serve the balance of the resigned Member's term of office.

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III- Term of Office

The Committee's term of office will expire upon the implememtation of the Concordia Benefits Program and the establishment of a permanent Committee.

IV- Quorum and Voting

A majority of the members of the Committee at the time in office may do any act which the Committee is required or authorized to do, and the action of such majority expressed from time to time by a vote at a properly constituted meeting, shall constitute the action of the Committee and shall have the same effect for all pruposes as if assented to by all the members then in office. A properly constituted meeting shall be one:

a) about which all members have been given a minimum of one week's notice concerning the location and time, and
b) at which a majority of the Members are present.

Establishment of Deadlines

The desirability of implementing the Concordia Benefits Program in as short a period of time as possible was discussed. A target date of September 1976 for implementation of the program was agreed upon with the understanding that circumstances could advance this date.

The Secretary was requested to prepare a document outlining the implications of such a deadline outlining the requirements to meet it.

Scheduling of Meetings

It was agreed that meetings should be scheduled on a regular basis as required by the deadline objectives; emergency meetings would be at the call of the chair. The next meeting was scheduled for Wednesday November 26th 1975.

Selection of an Actuary

The role of benefits consultants and actuaries was discussed. Mr. Waters advised the Committee that written presentations had been obtained from: Tomenson Alexander, consultants and actuaries for Loyola Benefits; Towers Perrin Forster and Crosby, consultants and actuaries for Sir George Williams Benefits; and a third from Pouliot Guérard Castonguay, in view of their heavy involvement in the Quebec University milieu.

It was agreed that a fourth firm, William M. Mercer should be added to those under consideration.

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It was further agreed that Tomenson Alexander and Towers Perrin Forster and Crosby be invited to the meeting of November 26th to make each in turn, an oral presentation; and that William M. Mercer and Pouliot Guérard Castonguay attend the following meeting for the same reason. The Tomenson Alexander presentation was distributed and the Secretary was instructed to send copies of the Towers Perrin presentation to all Committee Members.

Exposé of Benefit Program

Mr. Waters gave a brief history of the Sir George and Loyola programs which appears as Appendix "B". He went on to outline the basic similarities and differences between the two programs as described in the brief summary provided each Member before the meeting. Integration of the Loyola and Sir George Programs was discussed and the following problems were highlighted:

- Entry date to the Concordia Plan
- Resolution of acquired rights in predeeessor plans
- Voluntary or compulsory nature of the plan.

Mr. Waters pointed out that the plans in existence now are both current and sound and he suggested that, rather than starting form scratch, the Committee could make a detailed review of each benefit starting with the most important and most expensive which is the Pension Plan.

A detailed summary of the Pension Plan provisions of Sir George and Loyola was distributed (Appendix "C"). Mr. Waters pointed out that the summary contained a third column which outlined his own thoughts on a rational program. He emphasized that the suggestions were his own and that they were added only to provide a basis for discussion.

Some discussion was held on the relative contribution rates and Mr. Waters was asked to provide these details to the Members.

The meeting closed at 1:35 p.m. on a motion from the Chair.

Graham Martin, Secretary

CJW/dg

Appendix "A"

CONCORDIA BENEFITS COMMITTEE RULES

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a) An appropriate Benefits Program for Concordia

b) The terms and conditions of integration of the Loyola and Sir George Programs

c) The structure of a permanent Benefits Committee.

The Benefits Committee is further charged with providing the costs of items a) and b) to the Board.

The Committee will supervise the implementation of the Concordia Benefits Program.

II- Structure of the Committee

The Concordia Benefits Committee consists of twelve members as follows:

- Three outside Board members appointed by the Board of Governors.
- Five participants' representatives, one of whom is appointed by the Board and four of whom are elected by the participants.
- Two ex-officio members consisting of the Chairman of the Board of Governors and the Rector.
- Two administrators, the Vice Rector, Administration and Finance and the Assistant Vice Rector Communications or his designate.

The Committee will nominate a Chairman and a Vice Chairman from the three outside Board members. The Assistant Vice Rector, Communications or his designate will be Secretary.

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In the event of the resignation of a Member, the Committee will appoint a new Member to serve the balance of the resigned Member's Term of Office.

III- Term of Office

The Committee's term of office will expire upon the implementation of the Concordia Benefits Program and the establishment of a permanent Committee.

IV- Quorum and Voting

A majority of the members of the Committee at the time in office may do any act which the Committee is required or authorized to do, and the action of such majority expressed from time to time by a vote at a properly constituted meeting, shall constitute the action of the Committee and sh 11 have the same effect for all purposes as if assented to by all the members then in office. A properly constituted meeting shall be one:

a) about which all members have been given adequate notice concerning the location and time, and
b) at which a majority of the Members are present.

A vote by mail or by telephone will have the same effect as a vote taken at a properly constituted meeting providing that:

a) all Members are given an opportunity to vote, and
b) the result of the vote is approved at the next meeting and entered in the minutes.

Appendix "B"

History of Concordia Programs

The Sir George Williams Program started out with the YMCA Benefits. The YMCA Retirement Fund dates back for personnel in the Sir George Schools to the early thirties. The YMCA Retirement Plan was and is a money purchase plan; it provided a death benefit of about one times earnings. The YMCA Retirement Fund was available only to YMCA secretaries or their equivalent and sometimes the determination of what constituted a Secretary was determined somewhat arbitrarily, In addition to the life cover provided by the YMCA Retirement Fund, a policy with Sun Life also existed covering staff members for approximately one and one half times salary rate.

In the early fifties, Canadian Government Annuities were introduced as an alternative to the YMCA Retirement Fund. These annuities provide a maximum pension of $1,200.00 per annum.

1963 saw the introduction of the first Sir George Williams Plan which was of the salary service type providing a pension of 2% of each year's salary. A second life insurance policy was purchased at this time which paid a benefit equivalent to one times salary. This ensured that participants would be covered for the same death benefits as YMCA Retirement Fund participants.

In 1967, Sir George Williams became a University and split off from the YMCA. The newly established Personnel Department engaged Towers Perrin Forster and Crosby to study and recommend the implementation of a rational integrated benefit program. This program was implemented in January 1970 and with the exception of the benefit formula in the pension plan being adjusted from a 1.75% formula to a 2.0% formula in 1973 plus a few slight modifications, this program remains unchanged today.

Loyola College introduced a money purchase pension plan in November 1960. A life insurance program providing three times earnings schedule was intorduced at the same time.

In the fall of 1972, Tomenson Alexander was engaged to plan an integrated benefits program which was implemented in April 1973. With the exception of a few minor amendments, this program remains unchanged today.